

TO: Chief Elected Officials
Steering Committee Members

FROM: Jeffrey L. Golc
Deputy Commissioner

DATE: February 19, 1999

SUBJ: DWD Communication 98-39
Change 1: Local Workforce Investment Plan Instructions

RE: Workforce Investment Act

Purpose

- a) To revise the local workforce investment plan instructions and the format for the Memorandum of Understanding under the Workforce Investment Act (WIA).
- b) To provide direction for accessing transition funding for WIA planning purposes.

Rescission

N/A.

Content

Attached are revised sections to the local workforce investment plan instruction template and a revised template for the Memorandums of Understanding (MOUs.) Revisions are indicated by underlined print.

The due date for the submission of the regional planning sections to the local workforce investment plan instructions has been **extended to April 1, 2000** to permit sufficient time for the WIBs to conduct strategic planning. The sections to be completed jointly by all WIBs in a planning region are:

Section A - WIA System Outcomes
Section G - Sharing of Employment Statistics

The sections to be completed jointly by all WIBs in a planning region and individually for each local area that is wholly or partially in the region are:

Section C - Assessment of Planning Regions
Section D - Resources Available to the Planning Regions
Section E - Current and Projected Employment Opportunities
Section F - Necessary Job Skills

The due date for the local area sections of the local workforce investment plan remains April 1, 1999. The local workforce investment plan submitted on April 1, 1999 will only contain those sections indicated to be completed for the local area. Please note, the local workforce investment

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plan must be submitted jointly (i.e., on a labor market area basis.)

The question has risen how regional planning will be conducted when it must occur in over two areas. The Department of Labor (DOL) indicated that regional planning may only occur between those two areas which contain the majority of the labor market. As an example, regional planning need only occur between Shawnee Trace and Southwest.

Funding for WIA Transition Purposes

Section 506 of WIA provides for the orderly transition from Job Training Partnership Act (JTPA) programs to Title I of WIA programs. Fiscal Years 1998 and 1999 JTPA funding in the amount of "not more than 2 percent" may be used to fund such activities. "Not less than 50 percent of the 2%" may be used by local entities for such purposes. Section 506 indicates that funding may be spent ". . . in order to plan and implement programs and activities authorized under this Act." DOL provided further guidance indicating that allowable transition planning activities include convening meetings of various partners' or entering into contracts with entities to provide recommendations on various partners implementation issues and design strategies. Transition funding can not be used for JTPA close-out purposes but may be used for convening Workforce Investment Boards (WIBs), negotiating Memorandums of Understanding (MOUs), and training for WIBs, staff, and One-Stop partners. In Indiana, a total of \$751,871 may be reserved for WIA transition planning. We are suggesting that up to \$399,823 be reserved from **your existing Titles IIB, IIC and III allocations at the local level for transition planning purposes**. (Please note the \$399,823 is well above the 50% minimum required for local level planning.) The remainder has been used by the State for various statewide technical assistance training provided to Chief Elected Officials and WIBs. The \$5,000 planning grant provided to each Chief Elected Official is also taken out of State level funds. The total State obligation to date is \$305,000 and is comprised of Title IIA/C setaside funding retained at the State level. Expenditure of the transition funding is retroactive to August 7, 1998, the date the WIA legislation was enacted. Transition planning funding not expended will revert back to the title from which it originated.

Attached is a chart reflecting the amounts available for WIA transition **based on your PY '98 allocations for Titles IIB, IIC, and III**. The funding will be accounted for using project codes provided by Fiscal. The funds expended will not be considered administration nor program cost categories. The chart has been adjusted based on the Grant Recipient (GR) reporting \$0 balances or near \$0 balances in Titles IIB and/or IIC as of December 1998. In computing the chart, 2% of the Titles IIB, IIC, and III funds available as of December, 1998 was computed. However, some GRs reported in December 1998 that all funding was spent in a particular title. In those instances, the dollar amount represented by the 2% was moved to another funding source (i.e., assumed by another funding source.) Specifically, for those at \$0 balance in Title IIB, the dollars have been moved to Title III, and for those with a \$0 balance in Title IIC, the dollars have been moved to Title IIB.

Please note that locally, once a decision is made to use 2% for transitional planning from Titles IIB, IIC and/or III, the affected title has a reduced total and DWD will determine compliance with

cost limitations against this new allocation ceiling. Also, please note for the future, that as transfers between titles occur, the 2% transitional planning dollars will be adjusted accordingly.

Please provide written acceptance of this transition funding, the amount being accepted, and include a brief description of how the funding will be used. You do not need to use all the funding available to you. The letter should be signed by the GR. The letter will be considered as a letter modification to the grant. Address the letter to Edward J. Durkee, Director; Job Training Programs; Department of Workforce Development; 10 N. Senate Avenue; Indianapolis, IN 46204.

Fiscal questions may be addressed to Craig Thompson, Deputy Controller, at 317/232-1787. Questions concerning the local workforce investment plan instructions under WIA may be addressed to Jennifer Biddle, Planning Analyst, at 317/232-7459.

Beginning Date

Upon receipt.

Ending Date

July 1, 2004.

Action

- 1) Adjust the local workforce investment plan and MOUs per these instructions.
- 2) Submit your regional plan sections by April 1, 2000.
- 3) Submit a letter confirming acceptance of the transition funding, amount accepted, and include a brief description of how the funding will be used.

Overview of One-Stop System

Please describe the One-Stop delivery system to be established or designated in the area. Include the vision for "access" to services of the One-Stop partners.

Please describe:

a) how the WIB has involved all the One-Stop partners in the development of the local area and regional plan; or

b) how all the One-Stop partners will work together to refine and improve customer service by enhancing the Memorandums of Understanding (MOUs) over the next few months.

(Recommend maximum 7 pages per area. Subsequent pages will be numbered H2, H3, etc.)

Memorandum of Understanding

Format

A Memorandum of Understanding (MOU) will be developed and signed between the WIB (with the agreement of the Chief Elected Official) and each One-Stop partner and will describe the operation of the local One-Stop system. The MOU will also contain the provisions found at WIA Section 121(c)(2) relating to the services to be provided through the One-Stop delivery system; the funding of the services and operating costs of the system; and methods for referring individuals between the One-Stop operators and partners. The MOU will also determine the duration and procedures for amending the MOU. Local areas may develop an umbrella MOU covering all partners and the WIB or separate MOUs between each partner and the WIB. In many areas, the umbrella approach may be the preferred means to facilitate a comprehensive and equitable resolution of the operational issues relating to the One-Stop. The One-Stop partners and WIBs are to seek assistance from the appropriate State agency(ies) and the Governor should an impasse situation occur.

A MOU between the One-Stop operator or consortium and the WIB will also be signed. The operator is responsible for the administration of the One-Stop center and the role may range from simply coordinating service providers in the center to being the primary provider of services at the center. The MOU will define the exact role of the operator. In those cases where the operator is a consortium of One-Stop partners, the MOU will describe the inter-relationship between the partners in fulfilling the responsibilities of the operator.

Identifiers

Identify the entity who will be entering into the MOU with the WIB. Indicate the funding sources covered by this MOU.

Provision of services

Identify the services to be provided through the One-Stop delivery system by the partner.

Identify the services currently provided by each One-Stop partner through the One-Stop Center(s) (e.g., itinerant intake services one day per week).

Describe how each One-Stop partner will work with the WIB over the coming year to either develop new access or improve upon existing access.

Operating costs for the local One-Stop system

Identify how the costs of the services listed above and the operating costs of the One-Stop system will be funded. Direct and indirect costs will be charged in accordance with the cost principles appropriate to the funding source.

Please briefly describe any financial or non-financial arrangements that currently exist with a One-

Stop partner.

Please have each One-Stop partner assure that they will work with the WIB and the State over the next year to work out funding of operational costs pursuant to federal guidelines.

Referral of clients

Describe how individuals will be referred for appropriate services and activities between the One-Stop operator and the One-Stop partner.

Duration

Please indicate the duration of the MOU.

Procedures for amending

MOUs may be amended to add or delete partners based on performance outcomes, and/or changes in client needs. Please describe the procedures for amending the MOU.

Goals

Please describe what the Board will do to assist the One-Stop partner to be successful.

~~Please review Section A1 of the regional plan.~~

Please describe what the One-Stop partner will do to assist the Board to be successful.

~~Please review Section A1 of the regional plan.~~

Please indicate the resource specific performance expectations and how the partner will keep the WIB apprised of progress in meeting these measures and standards.

Signatures

Please include the signatures, typed names, and titles of the individuals who have signature authority for the partner and the WIB Chair.